

# VOLUNTARY RESIGNATION / RETIREMENT NOTICE



TO: \_\_\_\_\_, Supervisor

FROM: \_\_\_\_\_, Employee

DATE: \_\_\_\_\_

## VOLUNTARY RESIGNATION

I, \_\_\_\_\_, voluntarily resign my position of  
Print Name  
\_\_\_\_\_ with the City of Tempe.  
Job Title

Reason for resignation: (Check one)

- ☐ To accept another job    ☐ To attend school    ☐ To stay at home  
☐ Moving out of area    ☐ Dissatisfied with job    ☐ Other (Explain)

\_\_\_\_\_  
\_\_\_\_\_

My last day of work will be: \_\_\_\_\_

## RETIREMENT

I, \_\_\_\_\_, submit this retirement notice for my position of  
Print Name  
\_\_\_\_\_ with the City of Tempe.  
Job Title

My last day of work will be: \_\_\_\_\_

I will be running out accrued leave: ☐ Yes    ☐ No

If "Yes," ☐ Vacation only    ☐ Both Sick and Vacation

My retirement date will be: \_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's ID #

\_\_\_\_\_  
Resignation Accepted by (Supervisor's Signature)

\_\_\_\_\_  
Date

\*\*\*Please attach completed Notice to Personnel Action Request Form\*\*\*